MONROE COUNTY
RESTORE ACT
Project Funding Submittal Form

Purpose:

The RESTORE Act Project Submittal Form is designed to assist citizens, businesses and public or private organizations wishing to submit a project for consideration of funding from the RESTORE Act dollars allocated to Monroe County by the 2012 RESTORE Act.

Instructions:

- To be considered for RESTORE Act funding from Monroe County's RESTORE Act local allocation, or "local pot," you must complete this Project Funding Submittal Form and submit it electronically and hardcopy, by the due date: **AUGUST 30, 2013 AT 2:00 PM**. Late or incomplete submissions will not be reviewed.

- Please submit one complete Submittal Form per project; if you have multiple projects, please submit one Submittal Form for each project.

- A complete Submittal Form will consist of the following four sections:

  1. Application Cover Pages - please use the formatted cover pages included (questions 1-6);

  2. Project Budget - please use the budget form included;

  3. Application Narrative -Detailed Project Information (questions 7-18);
     (For this portion, please provide responses on normal, letter size paper, 12 pt. font, and 1" margins; and paginate. Take as much space as needed for each question, but please keep responses as focused as possible. It may assist you to review all the questions before addressing any one question. Please be sure to respond to each question. If a question is not applicable, please indicate that.)

  4. Any additional documentation necessary to fully understand your project.

- Please submit completed form ELECTRONICALLY, as a single PDF document, to tennyson-lisa@monroecounty-fl.gov. Once your Form is received, you will receive a confirmation email.

- Please submit completed HARD COPY Form to Lisa Tennyson, Office of Management and Budget, 1100 Simonton Street, Room 213, Key West Florida 33040.

- Please refer to the Monroe County RESTORE Act website for additional information. Questions can be directed to Lisa Tennyson by email at tennyson-lisa@monroecounty-fl.gov.

Selection for Funding:

- Proposals will be evaluated based on these criteria: 1) need for and benefits of the project; 2) cost-effectiveness and financial feasibility; 3) technical feasibility/probability of success; 4) timeliness of implementation and completion; 5) consistency with approved public plans/public support; and 6) project management capacity.

- Applications received by the due date, and which meet at least one of the allowable uses, will be reviewed and scored by the members of the Monroe County Local Advisory Committee.

- The Committee will meet in one or more noticed, public meeting(s) (dates to be determined) to discuss, evaluate and rank project submissions.

- The list of ranked projects will be presented to the Monroe County Board of County Commissioners which will make the final decision on project awards.

General Information:

- **All project awards are subject to availability and amount of local RESTORE Act dollars directed to Monroe County.**

- **All project awards will be subject to all applicable federal, state, and local laws, rules, regulations, and policies (auditing, reporting, procurement, transparency, etc.). Federal rules and regulations guiding RESTORE Act project award funding are still being developed by the US Treasury. All information provided herein is subject to further revision pending the development and adoption of these rules.**

- All projects must have a direct benefit to Monroe County pursuant to one or more of the RESTORE Act criteria.

- Applicants certify that the information provided in their completed Submittal Forms and in any supporting documents, are true and correct to the best of their knowledge and belief. Inaccuracies, omissions, or any other information found to be false may result in rejection of this application and project funding consideration.

- All Submittal Forms and supporting documentation are subject to discussion and public input at RESTORE Act Local Advisory Committee meetings, public meetings, and the Monroe County Board of County Commissioners; and those submitting proposals may be requested to present their proposals or respond to questions at such meetings.

- Applicants may be requested to provide additional information or to complete a supplemental project proposal form.

- All forms and supporting documentation are public information and will be made available to the public pursuant to all applicable federal, state, and local laws and policies.

- Projects for funding from other RESTORE Act provisions should be submitted to the appropriate funding entity, (ie, Gulf Coast Ecosystem Restoration Council, National Fish and Wildlife Foundation, Natural Resource Damage Assessment, etc.) For additional information on other funding opportunities, visit the Department of Environmental Protection website at www.dep.

- Projects must meet at least one of the uses listed below. The list of allowable uses has been ranked in priority order by the Local Advisory Committee and is provided as a reference.

Monroe County RESTORE Act Local Advisory Committee Ranking of Allowable Uses

Use	Rank
Restoration and protection of natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands	1
Mitigation of damage to fish, wildlife and natural resources	2
Infrastructure projects benefitting economy or ecological resources	3
Promotion of tourism in the Gulf region, including recreational fishing	4
Workforce development and job creation	5
Coastal flood protection and related infrastructure	6
Improvements to state parks affected by Deepwater Horizon oil spill	6
Implementation of federally approved marine/coastal management plan	8
Promotion of consumption of seafood harvested from the Gulf Coast region	9
Planning Assistance	10

Section 1: Application Cover Page; Basic Criteria
Please use this page, or re-create <u>as is</u>.

1. **PROJECT TYPE:** *(As mandated by the RESTORE Act, funds may only be used for one or more of the allowable uses listed below, which the County cannot amend or change. Carefully review each criteria listed below and determine if your project will achieve one or more of the allowable uses below. Projects that do not meet at least one of the allowable uses below will not be considered for funding. Check all that apply.)*

   ☐ Restoration and protection of natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast Region.

   ☐ Mitigation of damage to fish, wildlife, and natural resources.

   ☐ Implementation of a federally approved marine/coastal management plan, including fisheries monitoring.

   ☐ Workforce development and job creation.

   ☐ Improvements to or on state parks in coastal areas affected by the Deepwater Horizon oil spill.

   ☐ Infrastructure projects benefitting economy or ecological resources, including port infrastructure.

   ☐ Coastal flood protection and related infrastructure.

   ☐ Planning assistance.

   ☐ Activities to promote tourism and seafood in the Gulf Coast region, for one or more of the following:

   　☐ Promotion of tourism in the Gulf Region, including recreational fishing.
   　☐ Promotion of the consumption of seafood harvested from the Gulf Coast region.

2. **CONTACT INFORMATION:** *(Include at least one name, phone number, email address, and organization name if applicable)*

- Organization:
- Address:
- City, State, Zip Code:
- Contact Person
    - o Name:
    - o Title:
    - o Phone:
    - o Email Address:

Section 2. Application Cover Page; Project Summary Information
Please utilize this sheet or re-create, but keep format as is.

3. **Project Name:** *(Provide a short, succinct title for the project)*

4. **Project Executive Summary:** *(Provide a <u>concise summary</u> or abstract in the space below; do not exceed the space below.)*

5. **Range of Benefit: Does this project have a**
- ☐ Local benefit?
- ☐ Keys-wide benefit?
- ☐ Regional benefit?
- ☐ Gulf-wide benefit?

(Provide the location of the project and a brief description of the area that is benefiting; do not exceed the space below.)

6. **Project Cost:** *(Provide the actual/estimated project cost, the amount being requested with this submission, and the amount of match committed to the project from any source. Please make clear the total project cost and the amount you are requesting. There is an opportunity to provide detailed cost/request/match information in the narrative section (see question 8.)*

- Total Project Cost: $ _____

- RESTORE Request Amount: $ _____   % of project cost: _____
- Secured Cash Match (committed funding from other sources): $ _____   % of project cost: _____
- In-kind Match value: $ _____   % of project cost: _____
- Funding Gap: $ _____   % of project cost: _____
- Anticipated Cash Match (potential funding from other sources)*: $_____   % of project cost: _____
    These funds must be secured within 1 year of project award.

Section 3. Project Budget

PROJECT BUDGET	Cost	FUNDING		
Activity/ Item	Cost	Anticipated RESTORE Funding	Cash Match	In-kind Match
Planning/Design/Permitting				
Administration*:				
Planning Subtotal:				
Construction or Project Activity(ies)				
Administration*:				
Construction Subtotal:				
Monitoring				
Administration*:				
Monitoring Subtotal:				
Project Cost				
Total Administration*:				
TOTAL Project Cost:				

Estimated Costs by Year	
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Year 6	

*Notes: Only complete the sections of the budget that are applicable for your project. Please refer to question 8 to provide further explanation of budget details. *The RESTORE Act places a total 3% cap on administrative expenses. <u>We are uncertain at this point how this will be applied, how "administration" will be defined or assigned, or whether projects may even be able to include administration. We are waiting on further guidance from US Treasury rules to define this.</u> Please keep this in mind as you develop your budget. Administrative costs typically include but may not be limited to overhead costs for basic operational functions (insurance, utilities), as well as costs associated with admin staff such as accountants, legal, etc.*

Section 4. Application Narrative; Detailed Project Information

Please respond clearly and specifically to each of the following questions. Use 12 pt. font, 1 inch margins, and pagination, to aid in readability. There is no page limit, but please be as brief as possible. To complete your submission, please attach your response to these questions to the application cover pages and the budget page.

7. **Project Description:**   *(Describe all aspects of the project; what issue, need, concern or problem does the project address? Why is the issue/need/concern/problem important? Is there an urgency or immediacy to the need? Provide facts and data sources used to support the need for this project. What and/or who does the project impact, benefit or affect; what will it accomplish when completed? Provide facts and data sources to support the expected impacts. Proved any other relevant information needed to describe your project. Be sure you make the connection between your project and the RESTORE Act criteria selected on first page. Provide citations for all references quoted or used to support the need for and impacts of this project.)*

    Maximum 20 pts. How important is this project in terms of the need it meets and the goals it is seeking to achieve? How critical is the need it addresses? Is the need supported by data/facts? Is this project likely to meet its goals? Is the project approach organized and well thought out?

8. **Budget Narrative/Financial Feasibility/Cost-Effectiveness:**   *(Be sure that your responses to this question and dollar amounts used are consistent with those used in Application Project Budget, and those in Question 6.*
    *   *Clearly indicate and describe the <u>estimated or actual costs of the project</u>.*
    *   *Clearly indicate and describe the amount and use of <u>RESTORE Act funding request</u>.*
    *   *Identify <u>amount and sources for your secured cash match funding.</u> ["Cash match" is defined as actual cash contributions to project costs. "Secured cash match funding" is funding that has been committed to your project.] Please demonstrate secured match funding with documentation such as commitment letter(s) from the funder(s).*
    *   *Identify <u>amount and sources for your anticipated cash match</u>. ["Anticipated cash match" is potential funding you have sought or will seek but is not confirmed.] Please note that an applicant must have its project's "anticipated cash match" secured within one year of award of RESTORE Act funding. Explain, if applicable, how these RESTORE funds may be used to leverage additional funding.*
    *   *If your project is also <u>using in-kind match</u> ["In-kind match" is defined as contribution to project costs other than cash], please identify what the in-kind match includes and how you calculated its value.*
    *   *Explain how the project is <u>financially feasible</u> [ie, is there a plan to cover all costs?]*
    *   *Explain how the project is <u>cost-effective</u> [ie, is this project a good value, is it economical in terms of the tangible benefits produced by the money being spent?])*

    Maximum 15 pts. Several things will be evaluated with respect to the budget including match value, financial feasibility and cost-effectiveness.

9. **Technical Feasibility:**   *(Explain how this project is technically feasible; ie, how do you know that this is a feasible project that can be implemented and that will result in success. Describe the technologies involved. Describe relevant past experience or proven success with this type of technology and this type of project. Describe why this project is likely to succeed?)*

    Maximum 5 pts. Is this approach likely to work?

10. **Readiness for Implementation/Permitting Considerations:** *(What steps are necessary and how long will it take to implement this project? Describe the required design and permitting work required for implementation. How far along is the design and permitting? Has it started? Is it complete? If required permits have already been obtained, please attach copies. If the design has been completed, please attach copy of the design work. If the design work has not yet begun, please tell us how long this will take. If permits are required, but not yet obtained, please discuss how you know your project will qualify for the required permits and how long will this permit process take. In other words, if your project is not shovel-ready, what is entailed and how long will it take to before it becomes shovel-ready? Identify the specific milestones and timeframe for each.)*

    Maximum 10 pts. Is the timeframe realistic? Is the permitting achievable? Is the timeframe acceptable?

11. **Project Completion Timetable:** *(Once the project can be implemented, what are the steps and how long will it take to complete the project? Identify milestones and timeframe for each.)*

    Maximum 10 pts. Timeframe realistic? Is the timeframe acceptable?

12. **Environmental Benefits**: *(Describe the nature, magnitude, and timing of any environmental benefits attributable to the project. Identify and quantify all environmental benefits expected. How will these benefits be measured and evaluated? How long before benefits are realized? Are these benefits short-term? Long-term? Identify the party responsible for the achievement of these benefits. Describe how your project is sustainable. (In other words, how much or what percentage of the project's services and/or benefits will still be delivered and maintained after the project is complete and/or funding has ended.) How will you monitor and ensure sustainability after the funding has ended. Please address any potential environmental impacts (ie, loss of habitat) associated with implementing or maintaining the project.)*

    Maximum 10 pts. Are the benefits impactful? Do the benefits address/correct/mitigate/advance a critical need/issue? Likelihood of achieving these benefits? Acceptable timeframe for achieving the benefits? Does the project have long-term sustainability?

13. **Economic Benefits:** *(Describe the economic benefits that will be achieved. Identify and quantify all economic benefits expected. How will these benefits be measured and evaluated? When do you expect to see the results? Are these benefits short-term? Long-term? How will you ensure the achievement of long-term benefits? Identify the party responsible for the achievement of these benefits. Describe how your project is sustainable. (In other words, how much or what percentage of the project's services and/or benefits will still be delivered and maintained after the project is complete and/or funding has ended.) How will you monitor and ensure sustainability after the funding has ended. If this is a workforce development project please describe how the project will result in new, expanded or retained business development opportunities and job creation. Please include detail about what types of jobs will be created? How many and when? What it the anticipated annual salary or hourly rate, are the jobs full time or part time, are benefits included, etc.?)*

    Maximum 10 pts. Level of benefits? Do they address/correct/mitigate/advance a critical need/issue? Likelihood of achieving these benefits? Acceptable timeframe for achieving the benefits? Does the project have long-term sustainability?

14. **Community Economic and/or Environmental Resilience Benefits:** *(Describe if the project assists with our community's ability to anticipate, withstand, or recover (environmentally and/or economically) from hazards or threats, eg. hurricane evacuation, flood mitigation and prevention, future oil spills, shoreline protection, etc.)*

    Maximum 5 pts. Level of benefits? Do they address/correct/mitigate/advance a critical need/issue? Likelihood of achieving these benefits? Acceptable timeframe for achieving the benefits?

15. **Complements to Existing Efforts/Public Acceptance:** *(How does the project complement existing local, regional or state efforts/plans/objectives or on-going efforts/activities. Explain why your project does not interfere or conflict with any existing efforts, and why your project in not duplicative of any existing efforts. Also, please explain whether your project is consistent with/included in a local government Comprehensive plan, Capital plan, Mitigation Plan, Wastewater or Storm Water Master Plan, etc. If not part of an already approved plan, please describe any known or potential public approval or opposition to the project. Explain any efforts to determine public acceptance.)*

    5 pts. Does the project align with county and/or municipal priorities? Is there clear public support?

16. **Compliance with Federal, State, Local Regulations:** *(Describe how the project complies with all regulations. Note: Additional restrictions and requirements may be applicable based on US Treasury guidance to be established pursuant to the RESTORE Act.)* ***No points awarded, since compliance with regulations is a requirement.***

17. **Project Management Capacity:** *(We expect that all funded projects will receive a high degree of scrutiny from both state and federal agencies throughout their duration both programmatically and financially, and will be required to comply with a rigorous standard for monitoring, reporting and auditing of both <u>results and expenditures</u>.*
    Please also note that the framework for RESTORE Act project funding has not yet defined but will likely draw significantly from federal grant guidelines, rules, regulations and requirements. Therefore, assuming the applicant entity will be responsible for implementing and administering its project according to federal grant guidelines, concisely:
    1. *Describe the expertise, experience and prior success of the organization and persons to implement the type and size project proposed here.*
    2. *Describe the organization's experience with federal grant requirements, and with management of government grant-funded projects of this type and size, including financial and outcomes, monitoring, reporting and auditing.*
    3. *Describe your plan for programmatic and financial management, oversight and monitoring.*
    4. *Describe the project management team, including the names, qualifications, experience and prior success of those responsible for design, implementation, outcomes achievement, and financial management.)*

    Maximum 10 pts. Does the organization or sponsor have the demonstrated ability and experience to implement/administer this project, and deliver on the outcomes?

18. **Additional Information:** *(Please include any maps, designs, drawings, photos, or background resources that may assist in understanding the project. Please be mindful of the electronic file size of your application. We will be forwarding this application to various reviewers/recipients electronically. Many servers do not accept large file sizes. Also limit attachments to those measuring 8x11 that can reproduced with little or no expense (limit color photos, blueprint type documents, etc.)*

SCORING RUBRIC

Project Description	20
Project Budget (Match, Financial Feasibility, Cost- effectiveness)	15
Technical Feasibility	5
Readiness for Implementation	10
Completion Time	10
Environmental Benefits	10
Economic Benefits	10
Community Resilience Benefits	5
Complements Existing Efforts/Public Support	5
Management Capacity	10
Maximum Points	100

SOLICITATION TIMEFRAME

- Funding Solicitation Opens: July 22, 2013
- Funding Solicitation Closes: August 30, 2013

TENTATIVE PROJECT REVIEW/AWARD TIMEFRAME

- Local Advisory Committee Review/Ranking Meeting(s):   September/October, 2013
- BOCC Decision of Project Awards: October/November, 2013